United Nations ST/IC/2013/19

Secretariat

2 July 2013

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations sabbatical leave programme for 2014**

1. The purpose of the present information circular is to invite staff to apply for the sabbatical leave programme in 2014 in accordance with the provisions of administrative instruction ST/AI/2011/1 of 23 March 2011.

Eligibility

2. Administrative instruction ST/AI/2011/1 defines the conditions under which staff members may be granted sabbatical leave. For purposes of eligibility for the 2014 sabbatical leave programme, section 2 of instruction ST/AI/2011/1 provides that the programme is "open to United Nations staff members who, at the time of application, have completed five years of service with the Secretariat within the last six years and are expected to serve with the Secretariat for no less than two years after completion of the sabbatical leave, subject to staff rule 4.13 (c)".

Selection of institution

3. Interested staff members are responsible for identifying the institution or organization in which they propose to carry out their research or study project and for securing their acceptance by that institution or organization. In addition to universities and independent institutions worldwide, including participating research and training centres of the United Nations University and institutions that are members of the Academic Council on the United Nations System, research or study projects may also be pursued in other relevant organizations and institutions. Staff members may wish to consult the list of institutions that are members of the Academic Council contained in annex II to the present circular, the list of participating research and training centres of the United Nations University contained in annex III and other participating institutions contained in annex IV.

* Expiration date of the present information circular: 31 December 2013.

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Application procedures

4. Each application must include the following documents:

(a) Application form contained in annex I to the present circular;

(b) Proposal describing the research project;

(c) Written endorsement by the head of department/office/mission or chief of staff responsible for the work of the applicant during the proposed research or study project. The endorsement shall include a clear indication of why the research or study project is of value to the department/office/mission and the Organization;

(d) Two to three signed letters of recommendation;

(e) Written correspondence on potential acceptance from the proposed sabbatical institution.

As part of the United Nations greening initiative, applicants must submit their applications with all supporting documentation electronically through their respective head of department/office/mission or chief of staff. All applications should be directed to sabbatical@un.org. Applicants at mission locations or duty stations where Internet availability is inadequate may submit paper applications via their head of department/office/mission or chief of staff to Mr. Kushal Ramyad, Officer-in-Charge, Sabbatical Leave Programme, S-1839, 405 East 42nd Street, New York, New York 10017. All applications should be received by midnight EDT on 25 October 2013. For offices away from Headquarters, applications received directly from applicants will **not** be considered.

5. The proposal, which may not exceed four pages,* should contain the following information:

(a) Title of the research or study project;

(b) Field of the research or study project;

(c) Rationale for the research or study project;

(d) Relationship of the research or study project to the work of the individual and to the work of the Organization;

(e) Outline of topic or topics to be covered;

(f) Study or research activities, including where the research will be conducted;

(g) Detailed methodology;

(h) Schedule of work of the research or study project, with an indication of any preparatory work already accomplished;

(i) Usefulness of the expected outcome of the research or study project and its value to the department/office/mission and the Organization.

6. Applicants should indicate in the application form the name and address of the institution or organization in which they wish to carry out their research or study project, specifying the type of support services and facilities that the institution or organization is prepared to provide during the period of the sabbatical leave.

* Applications exceeding four pages will not be accepted.

7. The terms of the proposal submitted by the staff member shall be binding and cannot be modified or adjusted after the deadline. **Late or incomplete applications will not be considered; no exceptions will be made.** Applicants should review and check the appropriate boxes on the application checklist contained in annex V to the present information circular **before** submitting an application.

8. All proposals will be evaluated by a selection committee on the basis of the criteria set out in administrative instruction ST/AI/2011/1. Each applicant and his/her head of department/office/mission or chief of staff will be informed of the decision of the selection committee regardless of the result of the application. The selected staff members will be requested to accept in writing the specified conditions of the award. The committee's decision on the application is final.

9. The staff member is expected to complete the sabbatical leave continuously once he/she has started his/her sabbatical leave.

10. The application form contained in annex I is also available online in English and in French (United Nations intranet — forms, form P.298-E or -F).

11. All sabbatical leave applicant reports shall be vested in the United Nations, in accordance with staff rule 1.9 on proprietary rights.

Annex I

Sabbatical leave programme application form for 2014

1. As part of the United Nations greening initiative, applicants must submit their applications with all supporting documentation electronically through their respective head of department/office/mission or chief of staff. All applications should be directed to sabbatical@un.org. Applicants at mission locations or duty stations where Internet availability is inadequate may submit paper applications via their head of department/office/mission or chief of staff to Mr. Kushal Ramyad (ramyad@un.org), Officer-in-Charge, Sabbatical Leave Programme, S-1839, 405 East 42nd Street, New York, New York 10017. All applications should be received by midnight EDT on 25 October 2013. For offices away from Headquarters, applications received directly from applicants will **not** be considered.

A. Personal information

Name (last, first, middle initial) _____ Index No. _____

Functional title/field of work _____ Gender _____

Category/level _____ Type of contract _____

Contract expiration date _____

Department/office/mission _____

Name of approving head of department/ office/mission or chief of staff _____

Functional title of endorser _____ Category/level of endorser _____

Duty station _____

Telephone _____ E-mail _____

Entry on duty: Secretariat _____ Entry on duty: Present duty station _____

Title of proposed research or study project _____

Is your research or study project intended to complete a degree? (please circle) Y / N — If yes, please explain _____

Have you applied for sabbatical leave before? (please circle) Y / N — If yes, when? _____

Have you participated in the sabbatical leave programme before? (please circle) Y / N — If yes, when? _____

Will the duration of your research or study project exceed four months? (please circle) Y / N — If yes, please state the duration _____

B. Background

2. Please indicate any professional experience that enhances your ability to carry out your proposed research or study project.

3. Please provide details concerning your university studies.

Degree	*University/country*	*Area of study*	*Year graduated*

4. Two to three letters of recommendation must be provided. No more than three letters will be considered by the committee. The letters should be obtained from professionals, within or outside the United Nations, who are familiar with your work and are in a position to appraise your ability to carry out the research or study project you have proposed and to attest to your ability to undertake independent work. In the space provided, give the names, titles and institutional affiliations of the professionals who will be providing the letters of recommendation. The letters are only valid for one year. Letters written more than one year prior to the application are not acceptable. Please send the letters together with other application materials.

Name	*Titles*	*Institutional affiliations*

5. If relevant, please indicate below your teaching and/or research experience, including a list of your publications, if any (attach an additional sheet if necessary).

☐ Teaching ☐ Research ☐ Publication

Date	*Subject matter*	*Institution/place*

Date	*Subject matter*	*Institution/place*

C. Placement

6. Please indicate the name and address of the institution or organization in which you wish to carry out your research or study project. Please attach copies of any preparatory correspondence between you and the institution that is relevant to the proposed research or study project.

Name of institution/organization	*Address*

7. Check which of the following services and/or facilities, if any, is the institution willing to provide to you during the period of your sabbatical leave:

- ☐ Adviser
- ☐ Office space
- ☐ Communication facilities (fax, telephone, computer)
- ☐ Other _____

N.B. Please keep in mind that, if selected, you are responsible for finalizing arrangements made thus far and for carrying out any related administrative work.

_____ _____

Signature of staff member Date

Annex II

Institutional members of the Academic Council on the United Nations System

(Please note it is not obligatory to carry out research with one of the institutions listed below.)

Academic Platform Switzerland UN

Bard Center for Environmental Policy

Centre for International Governance Innovation

Citizens for Global Solutions

Dag Hammarskjöld Foundation

Department of Political Science, Lund University

Development and Peace Foundation

Dickey Center for International Understanding, Dartmouth College

Düsseldorf Institute for Foreign and Security Policy

Elliott School of International Affairs, George Washington University

Environmental Ambassadors

European Association of Development Research and Training Institutes

Friedrich Ebert Stiftung

Geneva Centre for Security Policy

Georgia College and State University

German Development Institute

Graduate Institute of International and Development Studies

Harvard College Library

Institute for Development and Peace

Institute for Human Rights, Åbo Akademi University

Institute of International Relations, University of the West Indies

International Association for Humanitarian Medicine

International Cooperation Research Association

International Jurist Organization

International Network for Terminology (TermNet)

International Peace Institute

International Security Studies, Yale University

Japan Association for United Nations Studies

Joan B. Kroc Institute for International Peace Studies, University of Notre Dame

John F. Kennedy School of Government, Harvard University

Leuven Centre for Global Governance Studies

Manitoba Chair of United Nations Studies

Mershon Center for International Security Studies, Ohio State University

Monarch Business School

Monterey Institute of International Studies

Norwegian Institute of International Affairs

Peace and Governance Programme, United Nations University

Peace Operations Training Institute

Pontifícia Universidade Católica de Minas Gerais

Ralph Bunche Institute for International Studies

School of Law, Flinders University

United States Institute of Peace

United Nations Association of Germany

Universidad Externado de Colombia

University of Alberta

University of Cape Town, Centre for Film and Media Studies

University of Denver

University of Ottawa, Centre for International Policy Studies

World Academy of Arts, Literature, and Media — School of Cultural Diplomacy

Webster University, Vienna

World Federation of United Nations Associations

Annex III

United Nations University participating centres

(Please note it is not obligatory to carry out research with one of the institutions listed below.)

Under its charter, adopted by the General Assembly in 1973, the United Nations University is a voluntarily funded autonomous organ of the Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. The University is organized on a networking principle.

The locations of specific United Nations University research and training activities include:

1. **United Nations University headquarters, Academic Division, Tokyo**

   http://www.unu.edu

2. **United Nations University Institute of Advanced Studies, Yokohama, Japan**

   http://www.ias.unu.edu

3. **United Nations University World Institute for Development Economics Research, Helsinki**

   http://wider.unu.edu

4. **United Nations University Maastricht Economic and Social Research and Training Centre on Innovation and Technology, Maastricht, the Netherlands**

   http://www.merit.unu.edu

5. **United Nations University Comparative Regional Integration Studies, Bruges, Belgium**

   http://www.cris.unu.edu

6. **United Nations University Institute for Environment and Human Security, Bonn, Germany**

   http://www.ehs.unu.edu

7. **United Nations University International Network on Water, Environment and Health, Hamilton, Canada**

   http://www.inweh.unu.edu

Annex IV

Other participating institutions

(Please note it is not obligatory to carry out research with the following institution.)

The Office of Human Resources Management works to enhance dialogue and build contacts between the United Nations and other organizations and institutions engaged in related work worldwide.

The locations of specific organizations and institutions that participate in the United Nations sabbatical leave programme include:

University for Peace, Costa Rica

http://www.upeace.org

Annex V

Application checklist

- ☐ Application form contained in annex I to the information circular.
- ☐ Proposal describing the research project:
  - ☐ Title of the research or study project;
  - ☐ Field of the research or study project;
  - ☐ Rationale for the research or study project;
  - ☐ Relationship of the research or study project to the work of the individual and to the work of the Organization;
  - ☐ Outline of topic or topics to be covered;
  - ☐ Study or research activities, including where the research will be conducted;
  - ☐ Detailed methodology;
  - ☐ Schedule of work of the research or study project, with an indication of any preparatory work already accomplished;
  - ☐ Usefulness of the expected outcome of the research or study project and its value to the department/office/mission and the Organization.
- ☐ Written endorsement by the head of department/office/mission or chief of staff responsible for the work of the applicant during the proposed research or study project.
- ☐ Two to three signed letters of recommendation written within the last year.
- ☐ Written correspondence on potential acceptance between the applicant and the proposed sabbatical institution.